

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS  
EXECUTIVE/PERSONNEL & FINANCE COMMITTEES  
8201 Mish Ko Swen Drive, Crandon, Wisconsin  
Thursday, October 17, 2013 – 11:00 A.M.**

**Members Present:** Bix, Cushing, Millan, Platner, Queen, Ritchie, Teichmiller  
(11:12 A.M.)

**Members Absent:** Krug

**Call Meeting to Order:** In the absence of the Chair, Vice-Chair Millan called the meeting to order at 11:05 A.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Mary Rideout, Oneida County Social Services Department Finance Services Manager, and Mary Jane Gresser, ADRC-NW Board of Directors Member. The Board took a break for lunch during the meeting to await the report from Rideout.

**Public Comment & Introductions:** There were none.

**Approval of the Agenda:** Cushing moved to approve the agenda with fourteen items; Queen seconded. All Ayes. Motion Carried.

**Approval of the Minutes of the September 19, 2013 Finance Committee & September 19, 2013 Executive/Personnel Committee Meetings:** Queen moved to approve the Finance Committee minutes of September 19, 2013; Platner seconded. All Ayes. Motion Carried. Ritchie moved to approve the Executive/Personnel Committee minutes of September 19, 2013; Teichmiller seconded. All Ayes. Motion Carried.

**Financial Statements & Payments – August 2013:** It appears the ADRC-NW will be under budget by about \$200,000 in 2013. This is because many more Federal dollars are coming in than were anticipated. Cushing moved to accept the August 2013 Revenue/Expense Report and forward it to the Board of Directors for approval; Queen seconded. All Ayes. Motion Carried. After review, Queen moved to accept the August 2013 Transaction Report showing transactions of \$91,999.67 and place it on file subject to audit; Cushing seconded. All Ayes. Motion Carried. The Time Report shows a 38.33% capture rate; this is well above the 32% needed to meet budget requirements.

**2014 Budget Process:** Rideout has received budgets from all Satellite Offices and was able to distribute a preliminary budget which includes no salary increases for employees. Among the items needing clarification are: possible salary increases for employees, rent for the Mole Lake office, salary and benefits for a part-time Disability Benefit Specialist, perhaps some increased cell phone services, equipment needs, and \$25,000 for marketing. Further work on the budget is required before it is sent to the full Board of Directors for approval.

**Board Member Stipends Bylaws Change:** The following change in the ADRC-NW Bylaws was proposed: Section 3-G Compensation: “Board Members appointed by a Jurisdiction (County or Tribe), and Consumer and At-Large Board Members will be entitled to a per diem and reimbursement of expenses from the ADRC-NW consistent with Board Policy.” Before this bylaw change, Board Members from County and Tribal Jurisdictions were not entitled to per diems and reimbursement of expenses from the ADRC-NW. Cushing moved to recommend to the full Board of Directors that they approve the bylaw change and a change in per diem from \$40 to \$50 effective November 1, 2013. Millan seconded. All Ayes. Motion carried.

**Tablets for Board of Directors:** After reviewing several possibilities, Cushing moved to have Rideout and Parkkila further research tablets and purchase 15 tablets for the entire Board of Directors. Bix seconded. All Ayes. Motion Carried.

**Part-Time Disability Benefit Specialist Position:** The Medford Satellite Office is in need of a part-time Disability Benefit Specialist. The two Disability Benefit Specialists currently employed by the ADRC-NW have caseloads that exceed the state average by at least twelve each. This caseload is no longer sustainable. There are now forty active cases in Medford alone. Handling these cases from the Rhinelander office requires over three hours of driving time, leaving too little time to handle the caseload. The individual hired would be another employee of the ADRC-NW. Because of the part-time status, this employee would not receive health insurance through the ADRC-NW but would receive pro-rated benefits for retirement, life insurance, and income continuance insurance. The cost of this employee for twenty-four hours per week would be \$29,884. Cushing moved to recommend to the full Board of Directors that it proceed as soon as possible in hiring a 24 hour/week Disability Benefit Specialist at a cost of \$29,884 to work in the Medford area. Queen seconded. All Ayes. Motion Carried.

**Employee Salary Increases 2014:** This item will be discussed in Closed Session at the next meeting of the combined Executive/Personal and Finance Committees.

**Funding Request for Handicap Sidewalk Ramp - Eagle River ADRC:** The Eagle River office has a handicap ramp that is not completely covered. This creates a hazard when ice melts from the roof and then freezes on the ramp. The estimated cost of incorporating a roof to cover the ramp is \$12,000. The owner of the building will pay \$9,000 of this cost. As per a previous agreement with the Vilas County Commission on Aging, the Commission will pay 58% of the remaining \$3,000, and the ADRC-NW will pay 42%, or \$1,260. Millan moved to recommend to the full Board of Directors that it agree to pay \$1,260 toward the cost of constructing a roof over the ramp at the Eagle River Satellite Office. Platner seconded. All Ayes. Motion Carried.

**Future Agenda Items:** Various items relating to the 2014 budget

**Set Next Board Meeting Date & Place:** The next meeting of the combined Aging & Disability Resource Center of the Northwoods Executive/Personnel and Finance Committees will be Friday, November 1, 2013 at 1:00 PM. It will be in Rhinelander.

**Adjournment:** With no further business, Bix moved to adjourn; Platner seconded. All Ayes. The meeting was adjourned at 1:07 P.M.

**Handouts:** Minutes from the September 19, 2013 Finance Committee and the September 19, 2013 Executive/Personnel Committee meetings; Revenue-Expense Report for August 2013; August 2013 Transactions; August 2013 Time Report; 2012/2013 ADRC Federal & State GPR Revenue Comparison; Preliminary 2014 Budget with 2012 and 2013 Comparisons; proposed amendment to the ADRC-NW Bylaws; "Large Tablet Comparison"; "Estimated Cost of DBS for 2014"; Regional Manager Salary Survey Results; DBS Salary Survey Results.